



Supporting Documentation TIPSHEET

Working with Supporting Documentation

Support documents on the browser will all be associated with one procurement action.

To access the *Supporting Documentation Browser*, click the *Support Docs* icon from the *Purchase Request Summary Screen* (fig. 1).

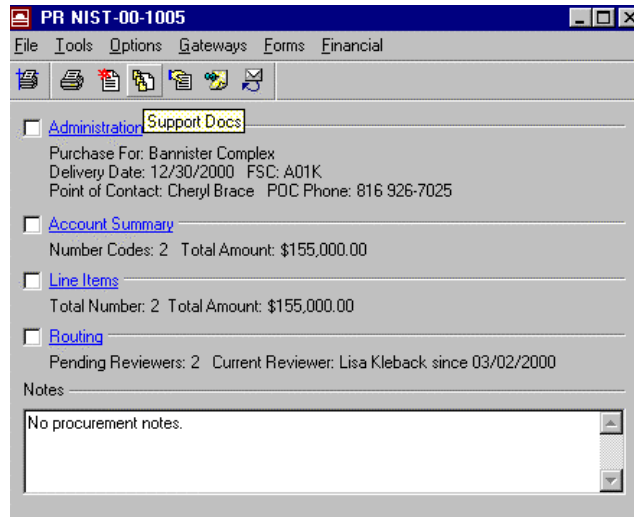


Figure 1 - Purchase Request Summary Screen - Support Docs

The *Supporting Documentation Browser* will display (fig. 2).

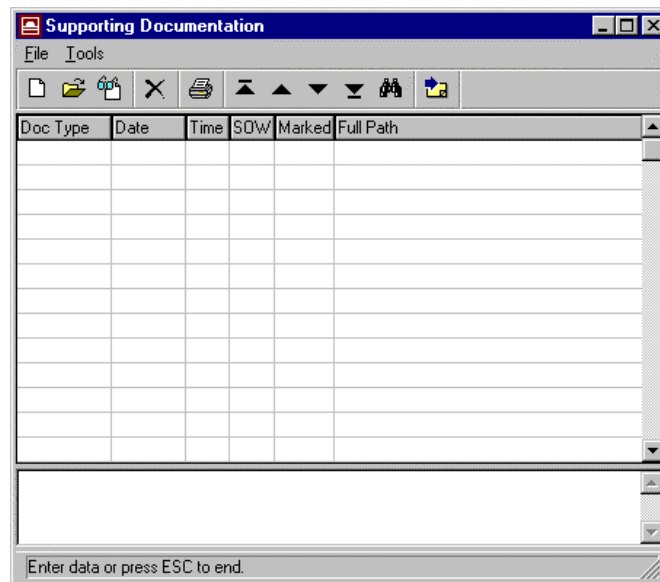


Figure 2 - Supporting Documentation Browser

Click the *New* button from the browser that will display the *Supporting Documentation Screen* (fig. 3).

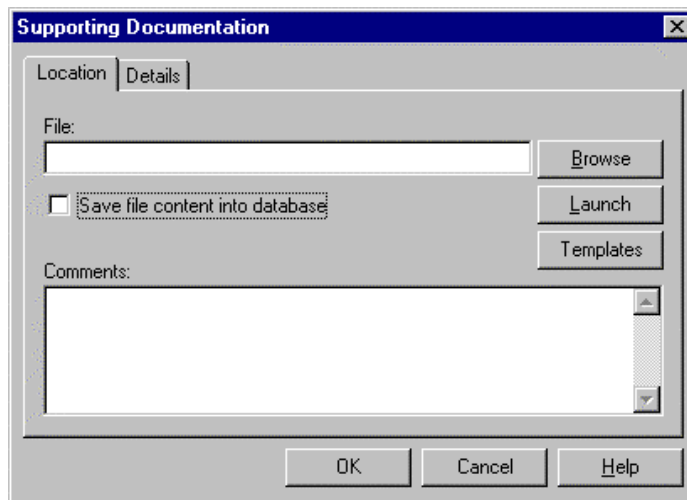


Figure 3 - Supporting Documentation Screen

- From the *Location Tab Screen*, click the *Browse* button to locate the filename from both local and network drives.
- To launch the filename, click the *Launch* button that will automatically launch the application that is associated with the file.

Note: Once the associated application is launched, users can make editing changes to their document. Be sure to resave changes to the revised document.

- To save the supporting document to the database, users will be sure that the checkbox is selected for "Save file contents into database."

Click the *Details* tab that will display the *Details Tab Screen* (fig. 4).

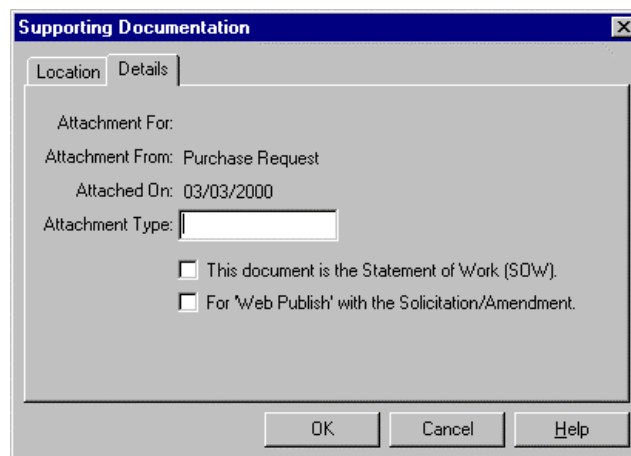


Figure 4 - Supporting Documentation Screen

- From the *Details Tab Screen*, within the *Attachment Type* field, enter the type of file that will be used for this supporting document, or enter information describing what the contents are for the file.
- When specifying that a supporting document will be used to represent the Statement of Work, users will be sure to check the box labeled *"This document is the Statement of Work (SOW)"*.
- Check the box labeled *"For Web Publish with the Solicitation/Amendment,"* to specify which supporting documents to be published with the solicitation or amendment when they are published to the web.

When finished, click the *OK* button that will display the following information message (fig. 5).

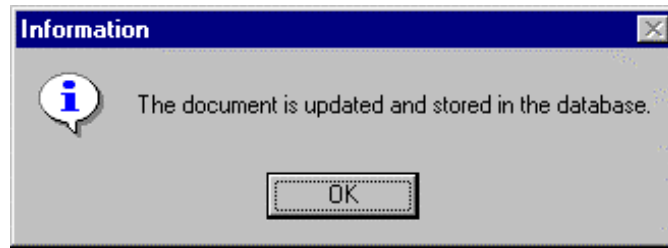


Figure 5 - Information Message

Click *OK* and return to the *Supporting Documentation Browser* that identifies the supporting documentation as the “*Statement of Work*” (fig. 6).

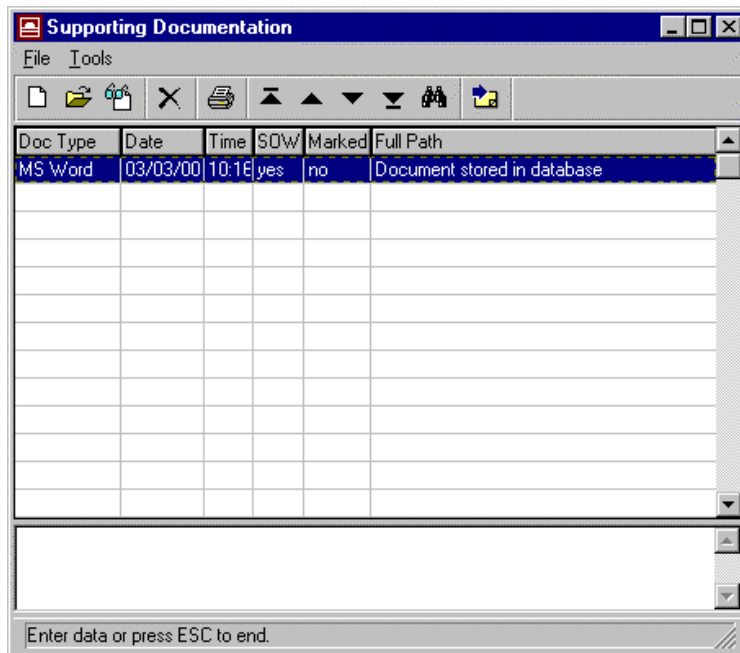


Figure 6 - Information Message